

VOLUNTEER OPPORTUNITY

Position Open: Application's will be accepted until position(s) are filled.

Position Title: Administrative Assistant. (Phoenix)

Department/Division: Rocky Mountain Information Network. (RMIN)

Workplace Address: 2001 W. Pinnacle Peak Rd. Phoenix, Arizona 85080.

Number of Hours/Week: Flexible.

Days of Work Week: (Flexible) Monday through Friday during normal business hours

Start/End Hours: Flexible).

Position Description: Individual needed to perform miscellaneous administrative tasks for the Field Services Unit.

Qualifications: Candidate should be comfortable with multi-tasking and have good administrative skills.

Application and Selection Process: Human Resources reserves the right to remove this position posting without prior notification. Once the application is completed and returned to Human Resources, the application will be reviewed and individuals may be selected for an interview. Upon successful completion of the interview process, the applicant will be scheduled for a polygraph examination, drug screening and background investigation.

Apply: Completed applications can be delivered to the Arizona Department of Public Safety Human Resources Bureau located at 2102 W. Encanto Blvd. Phoenix, or mailed to Human Resources Bureau M.D. 1100 P.O. Box 6638 Phoenix, Arizona 85005-6638. If you have any additional questions, please contact the Department's Volunteer Coordinator, Chuck Wright at 602-223-2058.

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